



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ED27-VIB-SOP-002
BASELINE
8/9/99

STANDARD OPERATING PROCEDURE

ED27 / Vibration, Acoustics, and
Shock Team

CONTROL OF QUALITY RECORDS IN VIBRATION WEST

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

ED27 / Vibration, Acoustics, and Shock Team		
Control of Quality	ED27-VIB-SOP-002	Revision: Baseline
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Status (Baseline / Revision / Canceled)	Document Revision	Document Date	Description
Baseline		8/9/99	Document converted from ED73-VIB-SOP-002 Rev. A. Organizational changes. Reference document number changes. Deleted Calibration Log Book from Quality Records list.

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1. INTRODUCTION

1.1 Scope This procedure defines the system used to control quality records in Vibration West.

1.2 Purpose This procedure defines the system to fulfill the requirements of ED27-OWI-M&V-002 Quality Records Control.

1.3 Applicability This procedure applies to quality records controlled by the Vibration West.

2. DOCUMENTS

2.1 Applicable Documents
NONE

2.2 Referenced Documents
ED27-OWI-M&V-002 Quality Records Control

3. DEFINITIONS

3.1 Test and Checkout Procedure (TCP) A document that defines the sequence of events to perform a specific test.

4. INSTRUCTIONS

4.1 Raw Data Magnetic Tapes The magnetic tapes used to record the raw instrumentation time data from dynamics testing will be kept for a minimum of 5 years from the test date. Each tape will be labeled with the TCP number and the test date and stored with its tape recorder data sheet in Rooms 160A and 161.

4.2 Photographs Photographs will be kept when required by TCP or when the Test Engineer determines that the photograph contains information required to document some aspect of the test. Photographs will be kept for a minimum of 5 years from the test date. Each photograph will be labeled with the TCP number and the test date and stored in Room 158.

4.3 Calibration Records Calibration records will be kept in Room 160 and retained for at least the last 4 calibration cycles.

4.4 Software Verifications Software verifications will be stored in Room 160 for as long as the software is kept.

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4.5 Test Equipment List For all calibrated items, the record will contain ECN, name, manufacturer, model number, serial number, category, calibration contact, last calibration date, and calibration due date. The list will be maintained current and stored in Room 160.

4.6 Disposition Reports Disposition reports will be stored in Room 160. Disposition reports will be retained for a minimum of one year.

5. QUALITY RECORDS

5.1 Raw Data Magnetic Tapes

5.2 Photographs

5.3 Calibration Records

5.4 Software Verifications

5.5 Test Equipment Lists

5.6 Disposition Reports

6. NOTES

Quality records may be excessed or reused, as appropriate, after their retention time has expired.